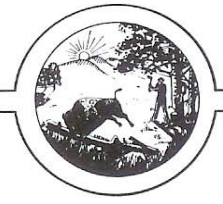


Indiana Department of Education



Center for School Improvement and Performance
Office of Career and Technical Education
Room 229, State House - Indianapolis, IN 46204-2798
Telephone: 317-232-9126

MEMORANDUM

TO: Area CTE Directors and Staff

FROM: Julie Yeater and Tina Lovelady
Office of Career and Technical Education

DATE: May 24, 2007

RE: FY07 Local Plan Final Reports

As stated in the Notification of Grant Awards for the basic grant funds allocated under the Carl D. Perkins Vocational and Technical Education Act of 1998, each area CTE district must submit a final report using the enclosed forms. Final reports should reflect activities and expenditures from July 1, 2006, through June 30, 2007. Please follow the instructions carefully and be sure to include all required fiscal and program information and have the Fiscal Status Report signed by the appropriate person.

Please review this document carefully before preparing your responses. Do not use report forms from previous years. The document also will be posted on the Indiana Department of Education web site: www.doe.state.in.us/octe/admin_finance.

Completed reports must be received no later than July 31, 2007, and should be communicated by one of the following methods:

- \$ Attached to an email to tlovelad@doe.state.in.us, if you can provide the required signature electronically
- \$ Faxed to Tina Lovelady: 317.232.9121
- \$ Mailed to Tina Lovelady, Indiana Department of Education, Office of Career & Technical Education, Room 229, State House, Indianapolis, IN 46204-2798

Questions regarding submission of local plan final reports should be directed to Tina Lovelady by email, tlovelad@doe.state.in.us or phone, 317.232.9189, or Julie Yeater by email, jyeater@doe.state.in.us or phone, 317.232.9168.

Enclosures

BASIC GRANT

INDIANA DEPARTMENT OF EDUCATION

OFFICE OF CAREER AND TECHNICAL EDUCATION

Local Plan Final Report Instructions

Section 1 requests that you first complete the heading and then **list the programs/services/activities by the name that you included in your approved local plan.** Beside **each** of these programs/services/activities you are to **list the status of each (i.e., completed, postponed, deleted, or ongoing) as of June 30, 2007.**

Section 2 contains definitions that you will need to review.

Section 3 contains two (2) parts. **Part I** refers to “**Required Uses**” of Perkins funds. **Part II** refers to “**Permissive Uses.**” You are to **respond to all questions** even if the activity was funded by “**other sources**” rather than by Perkins funds.

Section 4 contains two (2) parts. **Part I** deals with **special populations** and **Part II** is in regard to special and non-special populations students who participated in your school’s career and technical education programs. Please respond to each question.

Section 5 contains the Fiscal Status and Information Report Forms.

Please keep in mind the following very important points when completing these reports:

- a. Report only **unduplicated expenditure of funds.**
- b. Report only the **expenditure of Perkins funds.** The dollar amount of funds spent **from other sources is not to be reported on this form.**
- c. **Signature of the fiscal officer** of the agency receiving the funds is necessary.

SECTION 1

Indiana Department of Education
Office of Career and Technical Education
Local Plan Final Report

Area Vocational District Name_____ER No._____

Grant No._____CFDA No. 84.048

Report Period_____to _____Contact Person_____

Telephone _____Fax _____

Email_____

Program/Services/Activities:

In the space below **list** the fiscal year 2007 programs/services/activities **by name** as stated in the approved local plan. Following the title of each program/service/activity, **indicate** the status of the p/s/a: **COMPLETED, POSTPONED, DELETED, OR ONGOING.**

P/S/A TITLE

STATUS

SECTION 2

Definitions

The expenditure of Perkins III funds must be according to the following “**Required Uses**” as identified below and supported by the documentation in your approved Local Plan. The following descriptions are consistent with the **uses of funds as found in Section 135 of Perkins III**.

REQUIRED USES:

1. Strengthen the academic, and vocational and technical, skills of students participating in vocational and technical education programs by strengthening the academic, and vocational technical, components of such programs through the integration of academics with vocational and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and vocational and technical, subjects.
2. Provide students with strong experience in and understanding of all aspects of an industry, including planning, management, finances, technical and production skills, underlying principles of technology, labor issues, and health and safety.
3. Develop, improve, or expand the use of technology in vocational and technical education, which may include: (a) training of vocational and technical education personnel to use state-of-the-art technology, which may include distant learning; (b) providing vocational and technical education students with the academic and vocational and technical skills that lead to entry into the high technology and telecommunications field; or, (c) encouraging schools to work with high technology industries to offer voluntary internships and mentoring programs.
4. Provide professional development programs to teachers, counselors and administrators, including: (a) in-service and pre-service training in state-of-the-art vocational and technical education programs and techniques, in effective teaching skills based on research, and in effective practices to improve parental and community involvement; (b) support of education programs for teachers of vocational and technical education in public school and other public school personnel who are involved in the direct delivery of educational services to vocational and technical education students, to ensure that such teachers and personnel stay current with all aspects of and industry; (c) internship programs that provide business experience to teachers; and (d) programs designed to train teachers specifically in the use and application of technology.
5. Develop and implement evaluations of the vocational and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.
6. Initiate, improve, expand, and modernize quality vocational and technical education programs. This may include improving or developing new vocational and technical education courses.
7. Provide services and activities that are of sufficient size, scope, and quality to be effective.
8. Link secondary vocational and technical education and postsecondary vocational and technical education, including implementing tech-prep programs.

Definitions

Once an eligible recipient has met the requirements as set forth in the Required Uses of funds, then funds can be expended for the following “**Permissive Uses**”.

PERMISSIVE USES:

1. Involve parents, business and labor organizations in planning, implementing, and evaluating vocational and technical education programs.
2. Provide career guidance and academic counseling.
3. Provide work-related experiences.
4. Provide programs for special populations.
5. Support local business and education partnerships.
6. Assist vocational student organizations.
7. Provide mentoring and support services.
8. Lease, purchase and upgrade equipment.
9. Provide initial teacher preparation, including that for teacher candidates from business and industry.
10. Develop and improve curriculum.
11. Support family and consumer sciences education.
12. Provide programs for adults and school dropouts to complete secondary education.
13. Provide services for placement in employment and further education.
14. Support nontraditional training and employment.
15. Other activities consistent with purposes of this Act.

SECTION 3

Listed below are questions regarding **Required and Permissive Uses** for recipients of Carl D. Perkins Vocational and Technical Education Act funds. Please respond to each question by completing the narrative response in the space provided (use additional pages if needed). **Please respond to each question even if the activity was funded through other resources. Documentation for your response should not be appended. However, materials and other supporting information which indicate your progress in addressing activities must be kept on file at the area district level. It is anticipated that this information will be requested for review during on-site visits and will be needed for audit trails.**

Part I

REQUIRED USES:

1. Academic Integration:

- a. Please underline or bold the percentage that most accurately represents the integration of academic and vocational skills in your career and technical educational classrooms on a daily basis: 20% 40% 60% 80% 100%

- b. List the two most successful techniques used in your programs to integrate academic and vocational skills, and briefly explain why each is successful.

- c. List the commercially developed applied academic materials used in your career and technical education courses.

- d. Other:

2. All Aspects of the Industry:

- a. Describe the work-based learning activities in which students participate.
- b. How are representatives from business and industry participating in the program curricula?
- c. Describe career and technical student organization activities that support all aspects of the industry curricula.
- d. Other:

3. Uses of Technology:

- a. What percentage of career and technical teachers use a variety of technology (e.g., computers, instructional technology, manuals, modules, scanners, trainers,) daily in their classrooms?
- a. Underline or bold the percentage that most accurately represents the career and technical programs where students are using the Internet on a regular basis:

20% 40% 60% 80% 100%
- c. List two purposes for which students use the Internet in career-technical education program(s):

4. Professional Development

a. List pre-service and in-service training activities (except those designed to train teachers specifically in the use and application of technology) by title, and the number of staff persons who attended each.
(List only activities not reported in previous years.)

b. Describe new opportunities for teachers to participate in internships that provide business experience during this funding year.

c. List new professional development programs in which teachers participated to learn specifically about the use and application of technology for instruction.

5. Evaluation:

a. Describe evaluations of career and technical education that were developed and implemented.

b. Describe processes and assessment instruments used to assess special populations students to determine support services needed for successful participation in career and technical education programs.

c. Other:

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6. Modernization and Expansion:

- a. List up to four (4) of the most sufficient changes made in your district to career-technical education programs during this funding year. This may include programs that were initiated, improved, expanded, and/or modernized.

b. Other:

7. Services and Activities:

- a. Describe how services and/or activities were targeted to meet the requirement of being of sufficient size, scope, and quality to be effective.

b. Other:

8. Secondary/Postsecondary Linkages:

- a. Identify a **new** linkage between one of your programs and a post secondary program that was initiated **during this funding period**, and the number of students it benefited.

b. Other:

PERMISSIVE USES:

Permissive Uses: If Perkins funds were spent for any of the permissive uses listed in **Sec. 135**, please respond to the following questions **per each permissive expenditure**.

Permissive Use Number_____

Title :_____

Summarize the results of expenditure/goals achieved in 50 words or less:

Permissive Use Number_____

Title: _____

Summarize the results of expenditure/goals achieved in 50 words or less:

(Please duplicate as needed)

Part I

Special Populations

9. Describe services provided to students that enabled them to enroll in and successfully complete a career and technical education program not traditional for their gender.

10. Check all support services provided to special populations students:

| | |
|--------------------------------------|------------------------------|
| _____ Curriculum Modification | _____ Mentoring |
| _____ Instructional Aids and Devices | _____ Classroom Modification |
| _____ Tutoring/Aides | _____ Equipment Modification |
| _____ Remedial Computer Lab | _____ Other (specify) |

Part II

Transition

Consider the special and non-special populations students who participate in your school’s career and technical education programs. In the chart below is a list of services. These services might be provided in a career or job placement center, as part of a program, or by a counselor for career and technical education students. For each item listed, please indicate whether or not your district provided that service in FY07.

Provided in FY07

| Transition services for both special and non-special populations: | Yes | No |
|---|-----|----|
| Career Counseling | | |
| Job Development | | |
| Resume Preparation | | |
| Mock Job Interviewing | | |
| Interview Arrangement | | |
| Transportation to Interviews | | |

Other (please specify)

Special services for disabled, disadvantaged, non-traditional and LEP

| | | |
|--|--|--|
| Job Coaching | | |
| Mentoring | | |
| Support Groups | | |
| Contact with Vocational Rehabilitation | | |

Other (please specify)

PART I

Please read all of the following instructions prior to completing the **Information Report Form**:

1. Provide all requested information at the **top of the form**.
2. Each eligible recipient receiving funds under the Act may **not** use more than **5% for administrative purposes**. Under the word “administration” you will find a box. Enter here the amount of Perkins funds that were used for administration. **The remaining balance** of the funds can then be **used for the “Required and Permissive Uses.”**
3. In the remaining boxes report the **approximate expenditure of Perkins funds**. **DO NOT** report any expenditure (dollar amounts) of funds from “any other source.”
4. If a “Required or Permissive Use category” was funded only through “any other Source” than Perkins funds, indicate this by placing an * in the appropriate box. **DO NOT indicate the dollar amount, only an ***.
5. If Perkins funds were expended **along** with funds from other sources for a Required or Permissive Use, **indicate this by including** the dollar amount of **Perkins funds that were expended, followed by an ***. Example: \$100,000 *
6. The report should show **UNDULICATED EXPENDITURE OF FUNDS - FUNDS USED ONE TIME ONLY**. **DO NOT** report the expenditure of any Perkins funds in **MORE THAN ONE PLACE**.
7. When the form is completed, **a dollar amount or an *** should appear in **EVERY Required Use Category**. Once this is done, then **Perkins funds can be expended for Permissive Uses**.
8. When you **total the column**, the amount should be **equal to your Perkins allocation**.

Check Appropriate Area: Mid-Year Final Report
Area Vocational District Name and No. _____
Report Period: _____ to _____
Contact Person: _____ Grant No. _____ CFDA No. 84.048

Please do not report duplicate amounts.

| Local Uses of Funds (See 135 of Perkins) | Administration |
|---|----------------|
| | |
| REQUIRED USES: | |
| 1. Academic Integration | |
| 2. All Aspects of the Industry | |
| 3. Uses of Technology | |
| 4. Professional Development | |
| 5. Evaluations | |
| 6. Modernization & Expansion | |
| 7. Services & Activities | |
| 8. Secondary/Postsecondary Linkages | |
| PERMISSIVE USES: | |
| 1. Evaluating | |
| 2. Guidance & Counseling | |
| 3. Work-related Experience | |
| 4. Special Populations | |
| 5. Education-Business Partnership | |
| 6. CTSOs | |
| 7. Mentoring & Support Services | |
| 8. Equipment | |
| 9. Teacher Preparation | |
| 10. Develop/Improve Curriculum | |
| 11. Support FACSE | |
| 12. Programs for Adults/Dropouts | |
| 13. Placement Services | |
| 14. Nontraditional Training | |
| 15. Other | |
| GRAND TOTAL | |

PART II

1. The following **Fiscal Status Report Form** is the same as you have used in the past.
2. In the **left column** report only the amounts that you indicated in your approved local plan or the amounts that were approved as a result of a budget modification.
3. In the **middle column** report your actual expenditures as of June 30, 2007.
4. In the **right column** report only those funds that have been encumbered (obligated as a result of the release of a purchase order, etc.)
5. In the section denoted as “**To Be Completed When Submitting Final Report**” you are to:
 - a. Indicate on **line 1** the **total funds** you have **received as of the time the form is being completed**.
 - b. Indicate on **line 2** the **total funds** that have been **expended as of June 30, 2007**.
 - c. Indicate on **line 3** the funds that you have **encumbered as of June 30th**. If line 3 shows encumber funds, another Fiscal Status report will be due September 30, 2007, showing that encumbered funds have been spent.
 - d. Indicate on **line 4** the total of all **funds not expended or obligated by June 30th**. If you have any unspent/unobligated funds, these funds need to be returned to the Indiana Department of Education along with this report.

Please keep in mind that **this report must be completed and signed by the fiscal officer of the agency receiving these funds.**

| Check Appropriate Area: | Mid-Year | Final Report |
|-------------------------|----------|--------------|
|-------------------------|----------|--------------|

Report Period: _____ to _____ Date of Report: _____

| BUDGETED AMOUNTS | | ACCOUNTING FOR FY | |
|--------------------------------------|--------------------------------------|--|--|
| CATEGORY | Expended | Encumbered | |
| 1. Administration | 1. Administration | To be completed when submitting report: | |
| 2. Personnel | 2. Personnel | | |
| 3. Fringe Benefits | 3. Fringe Benefits | | |
| 4. Staff Travel | 4. Staff Travel | | |
| 5. Contractual Services | 5. Contractual Services | | |
| 6. Equipment | 6. Equipment | | |
| 7. Materials/Supplies/Communications | 7. Materials/Supplies/Communications | | |
| 8. Other | 8. Other | | |
| TOTALS: | TOTALS: | 1. Total funds received _____ 2. Total Funds expended _____ 3. Total encumbered _____ 4. Amount of Allocation <u>not</u> Expended or Encumbered _____ | |

I certify that all expenditures reported (or payments requested) are for appropriate purposes and as set forth in the application/grant agreement. It is understood that all supportive documentation in regard to any aspect of this grant must be maintained at the local level for state/federal audit purposes for a period of no less than five (5) years.

| | | | |
|-----------------|-------------|---------|--------|
| (Name, Printed) | (Signature) | (Title) | (Date) |
|-----------------|-------------|---------|--------|